

**NERA**  
**March 14-16, 2016**  
**Admiral Fell Inn, Baltimore, MD**

**Report of the Office of the Executive Director**  
**September 20, 2016 – March 12, 2017**

NERA Office

- Hired new coordinator, David Leibovitz. Oriented David on his NERA responsibilities. These responsibilities included monitoring research activity (e.g., serving as the co-Regional System Administrator [RSA] for NIMSS), communicating and training activities, financial management and assisting in the operations of the office and support for the Association.
- Established fully functional offices for the ED and Coordinator.
- Upgraded local wireless connectivity.
- Installed office support equipment including copy machine/scanner/fax, shredder, and kitchenette.

NERA Operations

- Fully transitioned NERA operations from Rutgers to URI (Rutgers is fully closed out.)
- Migrated NERA moderated listserves.
- Migrated NERA website; overhauled NERA website, and migrated site to Wix-host.
- Established a working business office with all members of the Association.
- Established accounts at the University of Rhode Island and have fully integrated into the hosting institution's financial and personnel software packages.
- Initiated a NERA newsletter and eliminated email pushes.
- Initiated a NERA branding effort.

Regional Activities

- NIMSS; served as co-RSA. Oversee all NIMSS functions in the Northeast.
- Issued the NERA Planning Grant RFP, scheduled review of the projects and supported the MAC during the review of the proposals. Notified all grant applicants. Now supporting NERA award recipients.
- Supported the nomination of Dan Rossi to the NIFA Hall of Fame. (Dan was officially inducted into the NIFA Hall of Fame on October 6, 2016.)
- Assisted the NERA chair in planning (including agenda preparation) for two Executive Committee calls and two NERA conference calls.
- Prepared the meeting agenda and compiled materials for the September 2016 meeting in Jackson, WY.
- Assisted in the development of the March 2017 NERA Executive Committee meeting agenda in Baltimore, MD.
- Assisted in the development of the March 2017 NERA meeting agenda; compiled agenda materials in Baltimore, MD.

- Supported the 2017 Northeast Joint (NEED/NERA/AHS/CARET) Summer Session planning committee, drafted the program, secured speakers and hosted multiple conference calls.
- Multistate Activities Committee (MAC) support. Assisted in the development of the September 2016 MAC meeting agenda and March 2017 MAC meeting agenda. Compiled agenda materials, worked with advisors, technical committee members and NIFA to initiate multiple projects.
- Revised the Northeastern Supplement to the Guidelines for Multistate Research Activities.
- Participated in monthly conference calls with NE Climate Hub/University partnership.
- Lead the development of a whitepaper, “Northeast Food Systems; Research Needs” collaborating with Bill Hare, Lisa Chase and Stephan Goetz.

#### National activities

- ESS/CES/AHS Communications and Marketing Committee (CMC); served as the ESS Executive Director Administrative Representative. Assisted in scheduling, planning and agenda development for quarterly Executive Committee and Full Committee conference calls in September and December. Assisted in the scheduling, planning, and agenda development for a face-to-face meeting of the CMC in March. Supported the Chair of the Plan of Work Committee in developing and receiving approval of the 2017 Plan of Work. Prepared monthly reports for ESCOP CAC calls and agenda brief for the 2017 ESCOP Executive Committee meeting.
- ESCOP Chair’s Advisory Committee (CAC); contributed to monthly CAC conference calls.
- ESS Annual Meeting planning; supported incoming ESS chair (Gary Thompson) in multiple planning calls, development of agendas and associated activities
- Supported BAA, ESCOP and regional offices in response to Cornerstone’s “one ask” (\$200M increase to the NIFA budget to support the six priority areas: Hatch, Evans-Allen, Smith-Lever, 1890’s Extension, McIntire-Stennis, and AFRI.)
- ESCOP website; provided support for the migration (NCSU to Clemson) and development of new ESCOP website. Committed to populating website and providing regional support once website is fully functional.
- ESCOP Diversity Catalyst Committee. Serve on a task force to develop strategies for integrating the recommendations of the Diversity Catalyst Committee into the “system” (e.g., create a small group to review and make recommendations on the Rules of Operation; Multistate Guidelines; general practices; expected behaviors; websites, and any other documents affiliated with ESS assignments to ensure open and inclusive processes, procedures and appointments.) Participated in diversity and inclusion excellence training.
- NIFA Programs; monitored through teleconferences and webinars developments on the NIFA budget, competitive grants program, reporting requirements and Hatch MRF. Responded to NIFA on behalf of the region on issues associated with “prior approval.”

### Travel

- July 18-20, 2016, Joint COPS, San Antonio, TX
- September 19-22, 2016, ESS/SAES/ARD-NEDA Annual Meeting, Jackson, WY
- October 4, 2016, Meet regional ED's at APLU, Washington, DC
- October 6, 2016, Represent NERA at Rossi induction into NIFA Hall of Fame, Washington, DC
- November 13-15, 2016, APLU Annual Meeting, Austin, TX
- March 5-8, 2017, Joint CARET/AHS Annual Meeting, Alexandria, VA (included annual meeting of the Communications and Market Committee and ESS CAC)